

1. **Install Microsoft Active Sync** software and synchronize the mobile device to the desktop or laptop computer.
2. **Install the OMNILOCK Facility Manager (OFM)** software on the desktop or laptop computer.  
\*\*\*If you are upgrading or reloading the software: Select REMOVE from the first option window (this will not remove or delete your facility database) and if asked to remove SELECTED FILES & FOLDERS select **NO** every time it asks. After removal reinstall the newer version of the OFM\*\*\*
3. **Create your facility** in the OFM.
  - a. Setup the Facility property page (remember to take into account possible growth (longer code lengths, additional users in the future, facility code, etc...))
  - b. Setup Groups
  - c. Add users (Programmers, Managers, General users, Service users)
  - d. Add Schedules if necessary (some facilities never even use schedules)
  - e. Enroll the Mobile Device
  - f. Add Locations & Locks
4. **Install the OMNILOCK Data Link (ODL)** software into the Mobile device. To do this click the start button on the computer – go to Programs/OSI Security Devices/Install OMNILOCK Data Link.
5. After you have successfully completed steps 1-4: Click on the data exchange button (lightning bolt) in to OFM and select and program your locks. Once this is complete you are ready to go to the locks for programming.

**Note:** Before you begin programming the locks run a Lock Diagnostics to **verify the installed version of the Lock Operating System (LOS)**. To do this open the ODL on the mobile device and select LOCK/Diagnostics then press 1234 on the lock. Verify that the LOS in the lock is the current version or version sent with the OFM disk (or check the website – technical support page for latest versions).

**To install an LOS on to your mobile device:**

Open the OFM and select TOOLS/OS Manager – Press install and find the current LOS file (example: OM2kv115.los) in C:/Program Files/OSI Security Devices/OMNILOCK facility manager/LOS folder, select it and press open. It takes approximately 5 minutes to upload into the mobile device. When it is finished go to the lock, open the ODL, and select Lock/Diagnostics and put in your programmer code or card (1234). Once the system has logged on - select UPGRADE OS. It will ask you if you want to upgrade from version XX to version XX and select yes. This will take approximately 45 seconds.

**Note:** Whenever you upgrade or reload an LOS in the lock the lock will return to the factory default settings (1234) and all information in the lock will be lost. This can be handy if you want to reset the lock without taking it off of the door.

**To refresh data in the lock:** Open the OFM and find the lock that you want to restore or refresh data into and right click on it and select refresh. Click yes when it tells you that all data will be refreshed. Now perform a data exchange (Lightning bolt) and go to the lock. Open the ODL and press 1234 on the lock. Because the lock is in the factory default settings you will have to select the lock from the split window and press OK (if your lock doesn't appear on the lower half of the screen go back and do another Refresh). Once the lock has been refreshed, verify a couple of codes to ensure functionality.

**Tip:** If you are using Magnetic cards for your programmer, enroll a second programmer that uses a code on the keypad in the event of a card reader failure. This may save headaches later.